

19 May 1958

## ST/I OPERATING PROCEDURE #5

**SUBJECT:** Briefing and Debriefing of State Department Foreign Service Officers on ORR's Publication Needs

**Purpose:** To be assured that St/I is fulfilling its responsibilities to ORR with respect to the exploitation of FSO's in the area of procurement of publications.

1. Effective immediately, St/I will provide a briefing on ORR's publications needs for all those outgoing FSO's who have been invited into ORR for an St/I and/or ORR briefing.
2. The briefing on publications procurement to meet ORR's needs will be done specifically by a representative of St/I/D.
3. In those cases where St/I/D feels that circumstances warrant briefing of the FSO's (on publications needs) by ORR analysts, St/I/D will be responsible to see that appropriate analysts are invited to participate in the briefing.
4. St/I/R will be responsible to notify St/I/D of all briefings it plans and will coordinate with St/I/D on plans for briefing on publications procurement.
5. In connection with full-time Publications Procurement Officers and ad hoc PPO's, St/I/D will make arrangements with the Acquisitions Br. of the Library for ORR to have separate briefing or debriefing sessions with these officers.
6. St/I/D will be responsible to notify St/I/R of all planned briefings and will coordinate with St/I/R on plans for intelligence and/or intelligence collection briefings.
7. The SOP outlined in Paragraphs 1, 2, 3, 4, and 6 above will also apply to debriefings of FSO's.

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Intelligence Information Staff

Distribution: St/I

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